

COMMONWEALTH OF MASSACHUSETTS

Department of Correction

103 DOC 210A

Coding of Overtime

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<b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b>	<b>DIVISION: ADMINISTRATION</b>
<b>TITLE: CODING OF OVERTIME</b>	<b>NUMBER: 103 DOC 210A</b>

**PURPOSE:** To establish Department of Correction ("Department") procedures in which the use of overtime is coded and reported in order to facilitate monitoring of the costs incurred for overtime use and reasons for same.

**REFERENCES:** M.G.L. c. 3;  
M.G.L. c. 124 §§ 1(c) & (q);  
M.G.L. c. 150E

**APPLICABILITY:** Staff

**PUBLIC ACCESS:** Yes

**LOCATION:** Department's Central Policy File  
Each Institution's Policy File

**RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:**

- Deputy Commissioner of Administrative Services Division
- Director of Administrative Services
- Budget Director

**EFFECTIVE DATE:** 04/18/2013

**CANCELLATION:** 103 DOC 210A cancels all previous Department policy statements, bulletins, directives orders, notices rules or regulations regarding overtime.

**SEVERABILITY CLAUSE:** If any part of 103 DOC 210A is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

## 210A.01    General Requirements

Each Superintendent shall report the amount of overtime used and reasons for same on a daily/weekly basis to the Budget Director or designee, via the "Daily Overtime Report" (Attachment A) and "Weekly Overtime Report" (Attachment B). The reasons for the use of overtime shall be coded as indicated on the report forms and as described in this policy.

Each Superintendent and facility administrator shall implement the internal procedures necessary to code the use of overtime on a shift-by shift basis and to consolidate all shift reports into the weekly report.

For the purposes of the weekly overtime report the "week" begins Sunday, 7:00 a.m. and ends the following Sunday, 6:59 a.m.

## 210A.02    Categories of Overtime

The following are descriptions of each of the categories of overtime listed on the daily/weekly report form:

Category 100 Vacancy: Overtime used to fill a post which is vacant due to any of the following reasons:

Personal Illness	Family Illness
Detached w/pay	Leave w/o pay
FMLA	Industrial Accident
Military	Shift Vacancy
Jury Duty	Late Relief
K-9 Training	Other Training
TRT/SRT Fill Behind	

In order to properly code the use of overtime, the shift commander shall first determine how many regular posts exist for which there are normally staff allocated on that particular shift, that particular day.

If the Shift Commander determines that the shift lacks sufficient staff to fill all of the regular posts due to absence(s) of some kind (except regularly scheduled days off), then he/she shall use one (1) or more of the vacancy codes as explanation for overtime hired to fill one of those regular posts; provided, that the Shift Commander exhausts all possible

staff resources, via reassignment from existing regular posts which may safely be left vacant for that particular shift, and then, only to the degree that the number of staff hours lost due to vacancy exceeds the number of "relief" or "available" staff hours available on the shift.

When using the "vacancy" codes in accordance with the above guidelines, the specific codes, where applicable, shall be used in descending order as they appear on the form. In other words, if there are any "vacancies" that code (101) "Personal Illness" should be used for the corresponding number of hours necessary prior to attributing overtime use to any other code which is listed below "vacancy" on the form.

When utilizing TRT/SRT Fill Behind®, the reporting authority shall include the name of the individual on TRT/SRT, the date in which the backfill was needed, and the name of the individual that received the overtime for the said backfill.

Category 200 - Emergency: Overtime used as a result of some emergency situation, excluding disorder situations listed under category 400, which requires keeping staff beyond their normal tour of duty or which requires that staff be called in to the institution during times other than their scheduled tour of duty. Such emergencies are listed on the "Weekly Overtime Report" form and include:

Maintenance	WWTP
Power Plant	Medical / Code 99
Locksmith	Use of Force
Security / Eyeball Watch	TAC Team Call Up

When utilizing TAC Team Call Up, the reporting authority shall include the name of the individual on the TAC Team, the date in which the backfill was needed, and the name of the individual that received the overtime for the said backfill.

Category 300 - Transportation: Overtime used for transportation of an inmate to court, medical appointment, other correctional facility or jurisdiction, or escorted furlough.

Category 400 - Disorders: Overtime used as part of the overall response to a specific disorder as listed on the "Daily Overtime Report" and "Weekly Overtime Report". The codes in this category

correspond to the types of disorders for which reaction plans are required pursuant to 103 DOC 560, Disorder Management.

Category 500 - Medical: Overtime used to cover an outside hospital detail or an eyeball watch ordered by medical or mental health personnel.

For Hospital (Over ninety-six (96) or thirty-six (36) hours), the reporting authority shall include the inmate's name, the name of the individual receiving the overtime, as well as the date in which the overtime was required.

Category 600 - Administrative: Overtime used for various administrative functions as listed on the "Daily Overtime Report" and "Weekly Overtime Report".

For Captains, the reporting authority shall provide the name of the Captain receiving overtime and the date.

Category 700 - Investigations: Overtime used for I.P.S. investigations or operations, K-9, shakedowns, investigations by personnel other than I.P.S., and arrests.

Category 800 - Special Details: Overtime used for very specific purposes as indicated by the codes listed on the "Daily Overtime Report" and "Weekly Overtime Report". Note that overtime incurred by the locksmith, armorer, or tool control officer shall be coded under this category only when the specific project or detail is not appropriately coded within category 200 - Emergency.

All overtime reported for Honor Guard Detail shall be accompanied by a list of the names of those individuals receiving the overtime as well the dates in which it was required.

Category 900 - Outside/D.P.W. Work Crews: Overtime used to cover outside inmate work crews. These shall be coded as either a highway crew or all other types of work crews.

For those inmate work crews where the Department receives reimbursement (901 Reimbursable Crews), the reporting authority shall provide the name of the agency, city, town, etc, which is providing reimbursement.

Category 1000 - Other: Overtime used for very specific purposes which cannot be coded within any other category. The use of this category shall be strictly limited to the reasons listed on the "Daily Overtime Report" and "Weekly Overtime Report".

All codes utilized in this category shall be approved by the Budget Director.

Category 1100 - Non-Custodial: Overtime incurred by all non-custodial staff for any reason. Overtime within this category is coded according to the specific department incurring the overtime, regardless of the reason. Note that code 1202 Administrative refers to non-management administrative personnel such as confidential secretaries, administrative assistants, etc.

### 210A.03 Responsible Staff

The Budget Director under the supervision of the Director of Administrative Services, shall be responsible for the monitoring and implementation of this policy throughout the Department.

Each Superintendent, Division Head, or designee shall be responsible for implementation of this policy, and for the development of any and all necessary and appropriate institution policies and procedures to accommodate same.